

## FinnSource Website Coordinator Needed (Part-time)

[FinnSource](#), a nonprofit organization supporting the Minnesota Finnish American community, is seeking a Website Coordinator to assist the Board of Directors. Come join a team dedicated to connecting interested Minnesotans to information, programming and events, opportunities, and resources about Finland and the Finnish American community. The work will be home-based and involve occasional committee meeting participation. An interest in or connection with Finland is a plus.

### **Job Duties & Responsibilities:**

The Website Coordinator will work as administrator, managing content and maintaining the established website design. The coordinator will work independently to publish timely calendar entries and content updates to the FinnSource website and related FinnSource social media sites as required, while ensuring content adheres to the sites' organization, style, and theme. Additional duties may include assisting with meeting/event communication and other administrative or marketing tasks.

### **Requirements & Qualifications:**

Working knowledge/proficiency of website publishing and design software such as WordPress, Wix, and/or Squarespace and experience with various social media platforms is required. Ability to write clearly and concisely is needed, as is strong attention to detail, accuracy, reliability, timeliness, and follow-through. Training will be provided for FinnSource mission and marketing strategy, as well as content training for the FinnSource website and social media. Familiarity with search engine optimization and analytics to increase online presence are beneficial.

This is a part-time, hourly position that can be done at home, requiring up to an average of 3-5 hours per week or up to 20 hours per month depending on varying workload. The website coordinator will take direction from and work with an experienced webmaster and an operations committee of volunteers. An hourly rate of \$15 per hour will be paid monthly with a maximum of \$ 300 per month.

### **Application Process:**

To apply for this position, please submit your current resume along with a cover letter introducing yourself and providing your contact information to [kathymjorgensen@yahoo.com](mailto:kathymjorgensen@yahoo.com). Applications will be reviewed by the selection committee, and you may be contacted for an interview by one or more of the committee members. We will get back to you with status of your application within 2 weeks.

Those with interest in Finland, Finnish culture, marketing, non-profit management are encouraged to apply.

### **FinnSource Mission**

FinnSource seeks to elevate the visibility of and promote connections to contemporary Finland in Minnesota and invite all generations of the community to participate in events and opportunities of interest. Our online presence seeks to provide a one-stop access to "all things Finnish" and broaden the reach of Finnish-related groups, specially to the young.

FinnSource, founded in 1994 as Finlandia Foundation Twin Cities, is a 501(c)3 organization dedicated to promote, and support Finnish and Finnish-American programs and activities in Minnesota in partnership with a network of organizations and businesses offering Finnish culture, language, arts, education, business and heritage resources and services.

FinnSource is one of 58 Finnish and Finnish American organizations across the country affiliated with Finlandia Foundation National, the largest network and source of support for Finnish culture in the U.S.

<https://finnsource.org/>